

**Madison County Library Board of Trustees  
Minutes for January 10, 2002**

In attendance: Gerald Ingram, Mirian Tiller, Elizabeth Murray, Ramona Booth, Margie Richards, Maryanne Driver, Kathryn Ames. Jackie Griffeth, Michael Moak, Suzanne M. DeGrasse, Alice Sturgis.

Chairman Ingram called the meeting to order and introduced new board member, Alice Sturgis. Minutes for the October 11, 2001 meeting were approved.

**Chairperson's Report – Gerald Ingram**

Announced that the Constitution Revision committee of Mr. Ingram, Elizabeth Murray and Alice Sturgis would begin work soon on the revision of the constitution. Also announced that the Madison County Board of Commissioners had approved the library budget for 2002 and that salary increases went into effect January 1, 2002.

Rotation schedule for board member appointments was distributed and possibility of extending terms of some members for 6 months was discussed. The constitutional revision committee will review any extension of terms before being brought to the board.

Mr. Ingram has been asked by Mr. Nash, Madison County Board of Commissioners Chairperson, for a copy of the library charter, if available. Mrs. Ames stated that was no charter, but that there was on file a copy of the original 1951 agreement with the Regional system and a copy of it and a copy of the Georgia law concerning library systems would be sent to Mr. Ingram to share with Mr. Nash.

The next Board of Trustees meeting was announced for April 11, 2002 at 4:30 P.M.

**Regional Director's Report - Kathryn Ames and Maryanne Driver**

Budget, financial and circulation reports distributed. Elizabeth Murray pointed out the funds for building and ground maintenance was not shown in the budget. Mrs. Ames stated that this would be corrected. Mrs. Ames announced that the library finances were in good condition and the payments from the county were now being received on a monthly basis. The Board of Commissioners picked up the 6-month shortfall that the Board of Education did not pay. Mrs. Murray suggested that a letter of appreciation be sent to the Board of Commissioners for their financial assistance. Ramona Booth and Elizabeth Murray were asked to write such a letter. Mrs. Ames also announced that the fiscal year for the library would not coincide with the calendar year.

Mrs. Ames also expressed concerns about the bookmobile service and that it is being studied. Courier service to the branch libraries has been increased to 3 times a week. The PINES system is working smoothly with only a few minor problems still to be resolved.

All trustees were encouraged to attend the 2002 Georgia Library Legislative Day on February 14, 2002 in Atlanta. Transportation from the Regional Library will be furnished. Trustees are to contact the Regional Library by January 31, 2002 if they are able to go.

Mrs. Ames discussed security, patron information and confidentiality briefly.

#### **Branch Manager's Report – Suzanne DeGrasse**

Distributed quarterly activity and statistics report. Increased library usage and increased enrollments in computer classes reported. Announced that the Children's Coordinator would be resigning in May 2002. Many activities are planned in the next few months.

Mrs. DeGrasse introduced Mr. John Barton who presented information concerning the proposed Madison County Picture Project. This project would make an attempt to collect historical photographs about Madison County and save the digitally using the library's present computers. Most of the equipment needed is already in the library, but needed items to begin the project would be donated by Mr. Barton. After a lengthy presentation and discussion a motion to form a Picture Archive Committee was made. Mr. Ingram appointed a committee of Elizabeth Murray, Margie Richards and Michael Moak (Chairperson) to make recommendations and plans to the Board of Trustees about this project.

Mrs. DeGrasse was instructed to make sure that copies of the Board of Trustees minutes and agendas be forwarded to the members of the Board of Commissioners.

#### **Friends of the Library – Mirian Tiller**

Reported that \$5000.00 was given to the library by the Friends in 2001. \$1,389.00 was made at the fall book sale and 38 pints of blood were given at the last blood drive. The next blood drive will be on May 13, 2003. The Friends membership is now 175 plus. Names of 2002 officers of Friends of the Library were given.

#### **Building and Grounds Committee -Ramona Booth and Elizabeth Murray**

Angels of the Earth, grounds maintenance contractor, has now gotten the grounds in good condition and with monthly service this will be maintained.

#### **Ad Hoc Committee (Minority Committee) – Suzanne DeGrasse**

Reported the flyers about library programs for Black History Month had been distributed to all the black churches in the county. Several programs are planned for Martin Luther King Day and Black History observances. Plans to target small groups of Spanish speaking residents with information about library services were discussed.

**Old Business** - none

**New Business**

Board members were asked to be thinking about ways to publicize the library and its services.

Michael Moak, Gerald Ingram and Elizabeth Murray will attend the next Regional Library Board Meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

*Ramona H. Booth*  
Ramona H. Booth, Secretary, Madison County Library Board of Trustees

**Madison County Library Board of Trustees**  
**Minutes for April 11, 2002**

In attendance: Gerald Ingram, Mirian Tiller, Jackie Griffeth, Elizabeth Murray, Ramona Booth, Margie Richards, Michael Moak, Suzanne M. DeGrasse, Maryanne Driver, Kathryn Ames.

Chairman Ingram called the meeting to order. Minutes for January 10, 2002 and the agenda were approved.

**Chairperson's Report – Gerald Ingram**

Announced that the Personnel Committee (Margie Richards, Elizabeth Murray and Gerald Blackwell) would begin immediately to interview candidates for the Library Clerk (Children's Coordinator) position which will be vacant in the near future. Sixteen applications have been received thus far. Only the most qualified applicants will be interviewed. The present Children's Coordinator is resigning due to pregnancy.

**Branch Manager's Report – Suzanne DeGrasse**

Distributed the quarterly activities and statistics report. All statistics have increased due to more patrons and to more accurate recording of statistics. Mrs. DeGrasse commented on the displays and successful programs. All programs were well attended.

**Regional Director's Report – Kathryn Ames**

Financial, circulation and PINES postage reimbursement reports distributed. Mrs. Ames commented on the large increase in circulation statistics and the increase in Madison County population that will result in an increase in state monies available for libraries. The latest information from the legislature is that funds for public library materials will be reduced to 54 cents per capita.

The executive committee of PINES is being asked by one library that new books be restricted to the owning library and not be put on hold for patrons of other libraries. Elizabeth Murray made a motion to oppose this proposal since it violates the whole regional concept. Ramona Booth seconded and the motion was approved. Mrs. Ames will take this motion information the next PINES executive meeting.

Mrs. Ames reported on a robbery in the Bogart Branch Library and commented on security procedures for all libraries.

**Friends of the Library – Mirian Tiller**

John Barton had presented the information about the picture archives to a meeting of the Friends. A committee is working with Mr. Barton on this project.

Mrs. Tiller announced that the Spring Book Sale will begin April 17, 2002 and that a Blood Drive would be held on May 13, 2002 from 2 until 7 P.M.

**Ad Hoc Committee (Picture Archives) – Suzanne DeGrasse**

A computer and scanner has been purchased and donated by Mr. John Barton for this project. Mrs. DeGrasse requested that the Board of Trustees send a letter acknowledging receipt of these items to Mr. Barton. Mr. Ingram designated that Mrs. DeGrasse composed the letter and he would sign it for the Board. It was decided that the donated equipment be used exclusively for the Picture Archives project.

The Ad Hoc committee for Minority Involvement will be dissolved and reports of minority involvement activities will be reported by the Branch Manager in her future reports to the Board of Trustees.

#### **Building and Grounds – Elizabeth Murray**

Announced that four bids had been received on the library maintenance contract. Low bid was from present service – D & D Housecleaning (Vivian Dorsey and Melissa Dobbs). After the present service was notified that it must have personal liability insurance and bonding and it was obtained and the bid increased they still had the low bid. After Board discussion of bonding and insurance, Mrs. Murray motioned that the D& D Housecleaning bid of \$650.00 per month be accepted. The motion was seconded and approved. Mr. Ingram will prepare the contract for signing and examine the certification of insurance of the service.

#### **Personnel – Gerald Ingram**


Children's Coordinator vacancy discussed under chairperson's report. Mr. Ingram announced that Mirian Tiller had been appointed to another county board. Since Mrs. Tiller term on the Library Board ends June 2002, there will be no conflict of terms. The Board of Trustees approved the Mr. Ingram recommend Mrs. Gayle Bates as a trustee to the Board of Commissioners for approval.

#### **New Business**

Board members were reminded of the Book Sale on April 17, 2002 and the Blood Drive on May 13, 2002.

There being no further business the meeting was adjourned.

Respectfully submitted,



Ramona Booth, Secretary, Madison County Library Board of Trustees.

**Madison County Library Board of Trustees  
Minutes for July 11,2002**

In attendance: Gerald Ingram, Elizabeth Murray, Ramona Booth, Michael Moak, Margie Richards, Suzanne DeGrasse, Maryanne Driver, Kathryn Ames, Gail Bates.

**Chairperson's Report - Gerald Ingram**

Called meeting to order and introduced new Board member, Mrs. Gail Bates. Minutes for April 11, 2002 were approved. The Constitution and By-laws Committee and the Nominating Committee will meet at the Library on July 15,2002 at 10 A.M.

**Branch Manager's Report – Suzanne DeGrasse**

Distributed quarterly activities and statistics report. Circulation and patron statistics have increased dramatically during FY 2002. Circulation was up from 48,842 items in FY 2001 to 57,123 in FY 2002. Donations during last quarter of FY 2002 included one donation of 800 plus paperbacks. New children's librarian, Debbie Lester was complimented highly. Summer Reading program for children and one for young adults was discussed.

Board members complimented Miss DeGrasse on the many positive articles about the Library, which have been in the local newspapers recently.

**Regional Director's Report – Kathryn Ames**

Distributed circulation and financial statistical reports. Reported on Gates Foundation Seminar attended by two staff members from the Madison County Library. Ideas on using present technology resources improve service were presented at this seminar.

Reported that the governor had reduced funds for library materials from \$.56 to \$.51 per capita. Madison County Library is in good shape even with this reduction. Madison County is the only library in the system with an actual reserve fund. A recent state audit of the Regional Library System found no problems.

A grant to attract Hispanics to the Family Place program and in turn all Library programs has been applied for. Discussed current information on Internet protection for children. All computers to which children have access in all libraries in the system have filters.

Reported that Madison County Library was in good shape financially; having a healthy reserve fund and Friends and gifts accounts. Miss DeGrasse was advised to present a formal, written proposal for any needs in regards to monies for public awareness or advertising.

Maryanne Driver presented information on the need for a new outdoor book return and an outdoor audio/video tape return. Motion made and approved to authorize the library personnel to select book and tape returns and to spend not over \$7,500.00 for both. Library personnel will choose product and vendors.

**Friends of the Library – Michael Moak**

Reported that the Friends have been making a project of community presence. Friends have participated in several community festivals this year. Participated at the Colbert July 4<sup>th</sup> celebration with a booth which included give-aways and a donation jar. Over \$200.00 has been collected in the jar already this calendar year. Reported that the Friends of the Library and the Chamber of Commerce Coffee was well attended.

**Building and Grounds - Elizabeth Murray**

Reported that the small tree that had died by the front walk had been removed and would be replaced in the fall. Mr. Ingram volunteered to call Commissioner Wesley Nash to inquire as to the status of repairing the brick sign in front of the Library which had been partially destroyed in an automobile accident several months previously.

**Finance Committee - Mr. Ingram**

Kathryn Ames requested the finance committee contact Commissioner Nash to determine when the Board of Commissioners need the library budget proposal for the coming year. Mr. Ingram said he would contact Commissioner Nash. The finance committee will have a call meeting if needed.

**Ad Hoc Committee (Picture Archives) - Michael Moak**

Reported project progressing. Sources of pictures being found and a small conference room being used to house designated equipment and files.

**NEW BUSINESS**

K. Ames asked that a list of construction and major renovations needed in the near future be prepared by October 1, 2002. This list is requested by the state.

K. Ames announced that the Georgia Library Association would be meeting in Athens on October 9, 19, 11, 2002. There will be a special workshop for library board trustees and Friends on October 9. All trustees were urged to attend.

S. DeGrasse asked that a copy of meeting agendas be sent to K. Ames and herself at least 2 weeks prior to board meetings. Mr. Ingram assured her they would be sent.

Brief discussion was held concerning numerous absences by trustees from meetings. Mr. Ingram said he would contact absent trustees and explain the attendance policy as written in the Bylaws.

Next meeting was announced for October 10, 2002 at 4:30 P.M. at the Madison County Library.

There being no further business the meeting was adjourned.

Respectfully submitted,



Ramona H. Booth, Secretary, Madison County Library Board of Trustees



**Madison County Library**  
**July 1 2001 through June 30, 2002**

	<u>Budget 2002</u>	<u>Amount Received</u>	<u>Balance</u>	<u>% of Budget Received</u>
<b>Revenue:</b>				
Madison County Board of Commissioners	145,077.00	142,038.48	3,038.52	97.91%
Fines and Fees	7,000.00	5,322.45	1,677.55	76.04%
PINES Postage Reimbursement		85.50		
PINES Loan Reimbursement		159.00		
Copy Machine	2,000.00	3,993.00	(1,993.00)	199.65%
	<u>154,077.00</u>	<u>151,598.43</u>	<u>2,723.07</u>	<u>98.39%</u>

	<u>Budget 2002</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Received</u>
<b>Expenditures:</b>				
Regional Share	13,900.00	13,900.00	-	100.00%
Wages/Benefits	\$ 108,377.00	\$ 108,792.28	(415.28)	100.38%
Equipment Repair	2,300.00	810.04	1,489.96	35.22%
Advertising	500.00	146.10	353.90	29.22%
Telephone	3,300.00	1,756.45	1,543.55	53.23%
Madison County Travel	200.00	-	200.00	0.00%
Postage	1,500.00	1,207.50	292.50	80.50%
Printing	100.00	63.28	36.72	63.28%
Supplies	1,000.00	1,056.13	(56.13)	105.61%
Water	500.00	276.13	223.87	55.23%
Computer Maintenance	500.00	500.00	-	100.00%
Landscape Maintenance	500.00	1,327.20	(827.20)	265.44%
Equipment Purchase	1,000.00	-	1,000.00	0.00%
Cleaning Service	6,900.00	7,100.00	(200.00)	102.90%
Utilities/Electricity	13,500.00	8,740.60	4,759.40	64.75%
	<u>154,077.00</u>	<u>145,675.71</u>	<u>8,401.29</u>	<u>94.55%</u>

Revenues over/(under) Expenditures      \$ -      \$ 5,922.72

*Gail Bates*  
*2335 Bishop Carey Rd*  
*Donalaville GA 30633*  
*706-789-3244*  
*Registered Dietitian*  
*Co. Com. 2007*

*- CIPA  
 - Grants*

*\* 100 hr. intern program*

**Madison County Gifts and Friends**

Madison Gifts Prior Balance	-
Gifts FY02	4,670.00
Gift Expenditures FY02	<u>(1,704.30)</u>
Current balance in Gift Account	<u>\$ 2,965.70</u>

Madison County Friends Prior Balance	\$ 14,496.14
Friends Gifts FY02	\$ -
Friends Expenditures FY02	<u>\$ (3,345.93)</u>
Current Balance in Friends Account	<u>\$ 11,150.21</u>

**Reserve:**

Fund Equity (Reserve) at 6/30/01	\$ 57,426.76
Less: Reserved for Vacation Pay	(2,643.57)
Reserved for One Months Operating	<u>(12,839.75)</u>
Net Fund Equity (Reserve)	<u>\$ 41,943.44</u>



**Madison County Library Board of Trustees  
Minutes for October 10, 2002**

In attendance: Gerald Ingram, Judy Atwood, Gail Bates, Jackie Griffeth, Margie Richards, Ramona Booth, Suzanne DeGrasse, Elizabeth Murray, Alice Sturgis, Michael Moak

Mr. Ingram called meeting to order and introduced Judy Atwood, Extension Services Librarian from the Athens Regional Library System, who was attending the meeting in the absence of Kathryn Ames, Director. The printed agenda was approved. The minutes of July 11, 2002 were approved.

**Chairperson's Report – Gerald Ingram**

A letter from Gerald Blackwell, resigning from the Board of Trustees was presented. A letter will be sent to Mr. Blackwell by Mr. Ingram thanking him for his service to the Board and accepting Mr. Blackwell's resignation. Mr. Ingram asked for the Board's approval to recommend to the Madison County Board of Commissioners that Mrs. Fern Coutant, 5454 Wildcat Bridge Rd., Royston, GA 30662, be appointed to the Library Board. This request was approved.

On-going recruitment of applications of persons interested in being Library Board of Trustees was discussed and approved. Motion made and approved to develop and display a poster in the Library to request applications of interested persons. The Board chairperson and the library staff will make the poster.

**Regional Director's Report – Judy Atwood**

Distributed financial and circulation reports. Announced that there had been an additional reduction in state monies for materials to \$.47 per capita, which means a reduction of \$1,051 in the book budget. Madison County circulation is up 49% over last year.

Grant proposal status is on hold at the moment due to illness of state coordinator. Family Place Program grant proposal has been submitted.

Budget statistics were discussed. Gifts account depleted due to purchase of new book and audiovisual outdoor returns.

**Branch Manager's Report - Suzanne DeGrasse**

Distributed quarterly statistics and activities report, statistics up dramatically from last year. Children's programs very successful. Computer classes are bringing new patrons to the library. Margie Richards, Elizabeth Murray, Michael Moak and Ms. DeGrasse attended meeting of GLA/Council on Media Organizations meeting on October 9, 2002 and received information on grass roots advocacy for libraries.

Ms. DeGrasse reported that she is investigating information on schools where she can get her Master's Degree.

Mr. Ingram will send a letter of thanks to Mr. James R. Warren for his \$1000.00 donation for art and architecture books to the library.

A complaint about long time use of library scanner by a patron was made to a county commissioner. This has been addressed by limiting time on the scanner by a patron to one hour and a sign explaining scheduling and usage has been affixed near the scanner.

The library exhibit won 1st place in the community exhibits at the Comer Fair recently.

#### **Friends of the Library – Michael Moak**

Friends will have an information booth at the Danielsville and Carlton Fall Festivals and in Comer during the Christmas parade. There will be a blood drive in November. Officers of the Friends will be elected the 1<sup>st</sup> Sunday in November. The Book Sale is October 18-27, 2002.

#### **Request for Reconsideration – Michael Moak, Jackie Griffeth, Margie Richards**

Complaint received from Ila resident to take Eloise by Kay Thompson, c.1955, from to the library shelves. Committee recommended that book remains on shelves. Motion made to accept committee recommendation. Motion approved. Letter will be sent to patron that will include reasoning for keeping book and copy of procedure if he wishes to pursue the matter further.

#### **Building and Grounds – Elizabeth Murray**

Grounds and cleaning contracts are up for renewal. Mr. Ingram will ask Commissioners if 2-year contracts will be accepted. Advertising for bids on these contracts will be done as soon as have commissioners answer.

#### **Special Projects (Picture Archives) – Michael Moak**

Reported that was progressing well. Open House held on October 8, 2002 with 27 in attendance. Local newspapers have provided publicity to the project.

#### **Nominating Committee – Elizabeth Murray**

Nominated the following as officers for the coming year: Chairperson-Gerald Ingram; Vice-Chair-Michael Moak; Secretary-Ramona Booth. There were no nominations from the floor. Motion made, seconded and approved to accept the committee's slate of officers.

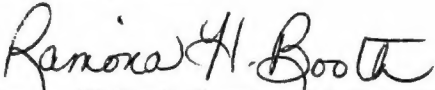
## OLD BUSINESS

**Constitution Revision** – draft of revised constitution was presented with printed comments submitted by Kathryn Ames, Regional Director. Changes made on draft copy. Final draft will be mailed to trustees for final approval at January, 2003 meeting.

**Master List of Construction and Repair projects-** letter from Kathryn Ames concerning construction and repair grants read to the Board of Trustees. A list of repairs is need immediately and ideas for future construction needs should be formulated in the near future. Motion was made and approved to appoint a committee to work with the library staff in making a list of repairs needed. Chair appointed Gail Bates, Jackie Griffeth and himself to prepare repair list within a month. A committee to study construction needs will be appointed in January. All Board members were encouraged to be thinking about ideas to improve the physical plant of the library.

Next meeting was announced for January 9, 2003 at 4:30 P.M. at the Madison County Library. There being no further business the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script, reading "Ramona H. Booth".

Ramona H. Booth, Secretary, Madison County Library Board of Trustees